Check Class Roster/Enter Grades

Start at the University's main web page

In the upper right corner, click on "Self Service"

Click on "Secure Login for Students, Faculty, Staff, and Alumni."

Enter User ID and Password
Not the same as your email User ID and Password
User ID = University ID number

Secure Login

Enter your University ID and PIN

If you don't remember your PIN, transferred to the SECURITY CH.

Please note: PIN is case-sensitive

User ID: 
PIN: 

Login  Forgot PIN?

RELEASE: 8.5.1
Self-Service Menu

Last web access on 04/18/2013 at 09:24

Public Safety / Parking
Purchase parking permits. Post a temporary vehicle or an overnight guest

Student Main Menu
Apply for Admission, Register, Make a Payment, View your academic Information

Faculty Main Menu
Enter Grades and Registration Overrides, View Class Lists and Student Information

Finance Menu
View budgets in summary or detail. Download Finance Forms. View and Access

Personal Menu
View/Update personal information.

Pay Your Bill/CASHNet
Make online credit card and electronic payments, review account and see

Hartford Face Book (must be authorized)
View Student Profiles

Academic Performance Warning (must be authorized)

Return to Homepage

Click on "Class Roster"

Public Safety / Parking
Purchase parking permits. Post a temporary vehicle or an overnight guest

Term Selection

CRN Selection

Faculty Detail Schedule

Faculty Schedule by Day and Time

Detail Class List

Summary Class List

Mid Term Grades

Final Grades

Registration Overrides

Registration Add/Drop

Look-up Classes to Add

Student Menu

Advisor Menu

Search for ID by Name

Email CAPP Course Waivers & Substitutions

View Memos from the Registrar's Office

Curriculum Change Form

Class Roster

Academic Performance Warning (must be authorized)

Hartford Face Book (must be authorized)

View Student Profiles

Faculty Senate - Curriculum Forms

ELEASE: 8.5.3

Instruction Manual Page 2
Select the current term, then hit Submit.

*Note: The current term may not be the first term that shows up in the list.

Select the CRN for the class you are wishing to confirm or enter grades for.

You could also enter the CRN directly by clicking this link:

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**Faculty Name:**
- Enter attendance, then click Submit.
- For students who have never attended, select "Never Attended" in the Attendance drop-down list.
- For students who stopped attending on a specific date, select "Stopped Attending" in the attendance drop-down list and then enter the date of last attendance in the "Last Attend Date" field in mm/dd/yyyy format.
- If the word "Confidential" appears next to a student's name, information is to be kept confidential.
- Click on a student's name to view the student's address(es) and phone(s).

Only enter Last Attend Date for those students who have stopped attending.

**Course Information**
Sophomore Seminar in ENG - ENG 226W 0
CRN: 25733
Students Registered: 12
Roster Submitted: Yes

Please click the Submit button after entering attendance.

**Class Roster**

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Student Name</th>
<th>ID</th>
<th>Credits</th>
<th>Registration Status</th>
<th>Attendance</th>
<th>Last Attend Date Registration Number</th>
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<td>3.000</td>
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<td>&quot;Web Registered&quot;** 11/09/2012</td>
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</tbody>
</table>

Submit  Reset
You can enter whether the student is attending (default setting), never attended or stopped attending. If the student has stopped attending, please enter the last date of attendance.

When you have entered the correct information for all students, hit "submit."

If entering grades, make sure you enter a grade for EVERY student except those who have withdrawn.